

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

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**MOTOR VEHICLE INVESTIGATOR**

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**DEFINITION**

Performs field inspection and investigation work relating to vehicle fraud, vehicle theft, vehicle registration or conducts safety audits on new motor carriers applying for interstate authority and compliance reviews on existing motor carriers; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Conducts investigations concerning misdemeanor or felony violations pertaining to driver license, theft identification, motor vehicle registration, vehicle recyclers, and dealer licensing by obtaining statements from witnesses and checking documents and records for authenticity; files criminal charges with appropriate county, state, or federal prosecuting attorney's office; makes arrests and transports violators when necessary.

Contacts county treasurer's offices in a multiple county area to convey information or assist with the resolution of problems relating to motor vehicle registrations; examines state documents and registration plates held by county treasurers to insure that programs are in compliance with state regulations.

Inspects specially constructed or reconstructed vehicles to determine legality of body or equipment and proper registrations.

Inspects buildings, reviews zoning and firewall requirements, and reviews leases of persons making application for new or used car dealer licenses; inspects all truck, mobile home, and travel trailer dealer license applications.

Compiles facts and cited violations for evidence at trial and/or hearing and computes civil fines.

Investigates alleged fraudulent practices relating to the sale or transfer of motor vehicles, alterations of vehicles serial number, falsification of notary seal, failure to collect fees, and similar cases of non-compliance with provisions of the Iowa Code or departmental regulations.

Documents investigations to indicate the status of the cases by compiling written reports.

Reviews the records of licensed dealer and vehicle recyclers for compliance with Iowa Code provisions and departmental rules and regulations; investigates complaints and testifies at hearings relating to complaints involving dealers.

Conducts training sessions on dealer license, titles, and registrations.

Inspects and weighs vehicles and drivers for compliance with all state and federal laws.

Conducts compliance reviews on existing motor carriers including inspection of: driver qualification records, driver hours of service logs, motor carrier drug testing records, insurance requirements, safety management and maintenance programs and other records and equipment.

Verifies motor carrier compliance with applicable record keeping requirements and conducts level 5 commercial vehicle inspections at the motor carrier place of business.

Prepares appropriate reports after the audit of a new entrant carrier safety audits and motor carrier compliance reviews. Analyzes relevant data and educates motor carriers on needed improvements.

**COMPETENCIES REQUIRED**

Knowledge of the techniques, methods, and procedures associated with automotive and/or commercial vehicle maintenance and repair.

Knowledge of vehicle titling and license plate issuance regulations and the Iowa Code provisions relating to vehicle dealer licensing.

Knowledge of dealer licensing laws and the provisions of the Iowa Code relating to motor vehicles and their operation.

Knowledge of law enforcement procedures relative to investigations of violations of the Iowa Code relating to motor vehicles and their operation.

Knowledge of trends and developments in the field of motor vehicle safety or commercial vehicle regulations.

Knowledge of basic legal regulatory requirements (such as equipment registrations, bills of lading, applicable permits, and insurance) in the commercial vehicle industry.

Ability to competently understand and enforce Iowa Code, Title 49, Code of Federal Regulations relating to commercial motor vehicles and hazardous materials transportation.

Ability to read, write and communicate orally in English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to communicate effectively in order to gather or explain information regarding violations of the Iowa Code.

Ability to make independent judgments based upon the information available.

Ability to establish and maintain effective working relationships with other state and local law enforcement officials.

Ability to develop and present training materials to others.

Ability to appropriately respond and control tense situations.

Ability to work with diverse and sometimes antagonistic constituent groups to develop consensus on enforcement issues.

Designated positions must have the ability to lift and carry objects weighing up to 40 pounds.

Skill in the use of firearms.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA) Director and Council and experience equal to two years of full-time peace officer work in the application, interpretation, investigation, and enforcement of motor vehicle laws and regulations;

OR

post high school education with an emphasis in law enforcement, criminal justice, or police science may be substituted on the basis of 30 semester hours equals one year of the required experience to a maximum substitution of two years; no substitution for the graduation and certification from an ILEA approved academy is permitted;

OR

employees with current continuous experience in the state executive branch that includes experience equal to 18 months full-time work as a Motor Vehicle Officer.

**NOTE**

Certain positions must, within six months of employment, become Commercial Vehicle Safety Alliance certified for level 1 commercial vehicle inspections including hazardous materials and cargo tanks and must maintain annual certification requirements.

Effective Date: 01/13 BR